



# INVITATION TO BID

(This is not an order.)

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## CITY OF CLEVELAND

Division of Purchases & Supplies  
601 Lakeside Avenue  
Room 128  
Cleveland, OH 44114

**Buyer:** Jules Gilliam  
216-664-2621  
jgilliam@city.cleveland.oh.us

**Requestor:** Tom Kushner  
216-420-8107  
Tkushner@city.cleveland.oh.us

Procurement Folder	RFB No.	RFB Description	
136828	RFB 7015 202200000000353	Maintenance of Vehicle A/C Recharge Units	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
July 07, 2022 3:00 PM		7015	July 07, 2022 3:00 PM

### SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	Maintenance of Vehicle A/C Recharge Units		From To	

Service Are to be Provided at Various City of Cleveland MVM Stations AS Needed

.  
Current Robinair Units Include: 34288NI, 34700Z, 347002K, 34788, 34788Ni

.  
Labor Rate per Hour: \$ \_\_\_\_\_

.  
Parts Discount: \_\_\_\_\_ %

.  
\*\*\*\*\*All Orders and/or Services Are To Be Provided After Prior Departmental Approval\*\*\*\*\*

.  
\*\*\*\*\*Purchase Order Valid for One (1) Year or Until Funds Are Exhausted Whichever Occurs First\*\*\*\*\*

.  
\*\*\*\*\*Purchase Order NOT TO EXCEED \$5,000.00\*\*\*\*\*

.  
\*\*\*\*\*Quantities, Orders and/or Services Will Vary\*\*\*\*\*

#### Ship To:

MOTOR VEHICLE MAINTENANCE  
MOTOR VEHICLE MAINTENANCE  
4150 EAST 49TH STREET, BLDG. #1  
Cleveland, OH 44105

#### Vendor Response

##### Contract Amount

\$

Vendor Response	Vendor Total Amount for Items	Vendor Total Amount for Services	Payment Discount Offer	
	\$	\$	%	Day(s)

### TERMS OF DELIVERY

- Price quoted shall be F.O.B. delivered to the place designated on purchase order. No other terms will be acceptable.
- Delivery quoted must be stated in terms of work days after receipt of the order.
- All charges for shipping must be included within the Unit Price for each item quote unless otherwise designated by a separate line with a specified dollar amount inclusive of all shipping charges.
- No freight charges will be considered nor processed for payment unless apart of the original quote submitted prior to bid award.



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### EVALUATION CRITERIA

Group/ Line #	Evaluation Criteria Description	Response Type
1 / 1	Lowest and best bidder under Chapter 181 C.O.	NONE

### BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID

#### Shipping/Freight Charges

ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES.

NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

#### Call Buyer Only

Bidders must address all questions to the Buyer (See Above.) Do NOT contact the "Requestor." Contract only the Buyer listed above.

#### MSDS required

A Material Safety Data Sheet is required to be shipped with each specific applicable item on this PO.

#### No Price increase

This Purchase Order does not permit price increases.

#### Missing information

It is each bidder's individual responsibility to determine for themselves, in advance of bid submission, the accuracy and completeness of any and all information in an RFB. If a potential bidder does not notify the Division of Purchases and Supplies in advance of the bid opening date of any possible discrepancy then any such discrepancy or erratum cannot be the basis for a protest of award. Contact the Buyer immediately if there is a question of accuracy or completeness in these bid documents.



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### BIDDER MUST COMPLETE & SIGN BELOW

NAME OF THE FIRM:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
FED ID # / SSN #:		
PHONE NO.:	FAX NO.:	
EMAIL ADDRESS:		
PLEASE PRINT CONTACT NAME:		
AUTHORIZED SIGNATURE:		DATE:

*All bids and related documents must be enclosed in a sealed envelope and marked with the RFB number.*

**RETURN BID TO:** Division of Purchases & Supplies  
601 Lakeside Ave  
Room 128, City Hall  
Cleveland, OH 44114